

Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE
Monday, May 2, 2016, at 4:30 p.m.

A. Opening of Session.

1. Meeting called to order by Chairman Ziegler at 4:30 p.m.
2. Clerk will take attendance and roll call.

Roll call indicated 3 Property & Infrastructure Members present.

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Vacant	No
Vacant	No

Village staff present were DPW Keith Donner, Michael Wodalski, and Donna Van Swol.

3. Request for silencing of cellphones and other electronic devices.
4. Acknowledgment of visitors if any.

B. Comments from the Public on Matters Pertaining to Committee Business. None.

C. Presentation. None

D. Consent Items for Discussion/Action.

5. Approval of previous meeting minutes from 4/04/2016.

****M/S/P Ostrowski/Jensen: to approve the minutes from the meeting of April 4, 2016 as presented.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Vacant	-
Vacant	-

6. Water/Sewer permits LCON-4-16-6614, LCON-4-16-6624, LCON-4-16-6625, LCON-4-16-6626, LCON-4-16-6627, LCON-4-16-6643, LCON-4-16-6644, & LCON-4-16-6651.

****M/S/P Jensen/Ostrowski: to approve water/sewer permits LCON-4-16-6614, LCON-4-16-6624, LCON-4-16-6625, LCON-4-16-6626, LCON-4-16-6627, LCON-4-16-6643, LCON-4-16-6644, & LCON-4-16-6651.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Vacant	-
Vacant	-

E. Business Items for consideration, discussion, and action.

- 7. Draft Chapter 74 Subdivision Ordinance.** The draft Chapter 74 Subdivision Ordinance was included with the meeting materials. Staff recommendation was to endorse approval of Chapter 74 and recommend to the Board of Trustees to proceed with a public hearing and adoption.

Donner added the subdivision ordinance will be going to the Plan Commission for review at their May 9 meeting. Then the subdivision ordinance is going to the Board for public hearing at their May 16 meeting.

- 8. Crack Seal Pavement Maintenance Project Award.** The 2016 crack sealing project recommendation was included with the meeting materials. Staff recommendation was to recommend to the Board of Trustees to award the 2016 crack sealing project to Fahrner Asphalt Sealers, LLC in the amount of \$60,345.
- 9. Chip Seal Pavement Maintenance Project Award.** The 2016 chip sealing project recommendation was included with the meeting materials. Staff recommendation was to recommend to the Board of Trustees to award the 2016 chip sealing project to Scott Construction, Inc. in the amount of \$63,711.72.
- 10. Asphalt Overlay Pavement Maintenance Project Award.** The 2016 asphalt overlay project recommendation was included with the meeting materials. Staff recommendation was to recommend to the Board of Trustees to award the 2016 asphalt overlay project to American Asphalt in the amount of \$92,538.60.
- 11. Ross Avenue Bridge Deck Maintenance Project Award.** The Ross Avenue bridge deck repair project recommendation was included with the meeting materials. Staff recommendation was to recommend to the Board of Trustees to award the Ross Avenue bridge deck repair to Norcon Corporation in the amount of \$55,765.

****M/S/P Ostrowski/Ziegler: to recommend to the Board of Trustees to approve Business Items E7 through E11.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Vacant	-
Vacant	-

- 12. Overview of Street Maintenance Program for 2016.** Wodalski reviewed the 2016 summer street maintenance projects. The Jones Street rebuild project is not planned to begin until late summer. We will also do some concrete curb repairs.

13. Discussion on Traffic Calming Policy. Wodalski reported periodically we get requests from people to place stop signs or other devices to slow down traffic. There was discussion that when there was police presence, drivers observed the speed limit, but after the police were gone the old habits returned. Wodalski was looking at what other communities were doing to address this problem. Do they increase enforcement, change speed limit, add stop signs, speed tables, traffic circles, raised crosswalks, etc., frequently violators are found to live in the neighborhood. Several cities have found education to be beneficial, to be respectful of your neighbors. In Madison once they identify an area of interest they place cones to temporarily show the public what it would be and then perform a traffic study. We don't want to give the appearance that we are giving preferential treatment to certain areas. Wodalski indicated he would draft a policy and bring it back to the committee for review before finalizing.

F. Reports.

14. Deputy Director, Public Works.

- Wodalski reported the LED light fixtures will be delivered this week and will likely start being installed next week.
- Yard waste pickup started today. The map was modified to have 1 day pickup routes. Staff will be using their computer tablets to identify how many residents utilize the program.
- In April the street operations staff was helping the traditional park department staff with a backlog of items that weren't getting completed. We are trying to work more efficiently by using manpower where and when they are needed.
- Submitted the grant for the Volkman Street path to connect the Junior High School to the Rothschild path on Volkman Street and Rothschild did the same. Hopefully both communities will get funding and we will be able to get the project completed next year.
- Staff met with a representative from Bruce Municipal Equipment to discuss our needs of an all in one truck (leaf truck, plow truck, dump truck configuration). Bruce Equipment will get back to us with a cost. The annual maintenance on our current leaf truck is about \$15,000 and has a history of breaking down when we need it.
- National Public Works Week is coming up later this month. On Saturday May 21st we will have several staff and pieces of equipment at the Farmer's Market. We will hopefully have the opportunity to educate the visitors.
- Staff attended excavation safety class satisfying the requirements for competent person training.

15. Director, Public Works and Utilities.

- Donner reported he is working on formalizing a main extension policy when participating with developers.
- We have a utility company that has been asking for permits throughout the state. WITN (Wisconsin Telecommunications Network) they are proposing to install a 120-foot tall mono-pole to be installed in the right-of-way. They have submitted two applications to Weston. Donner thought one application should be sent to Marathon County Highway Department for the pole they would like to place near the intersection of County Road J and Christie Lane. The other application was on Concord Avenue. There were concerns on size of the pole, depth of bury, potential interference with future utility work, etc. Other communities are asking the same questions. The League of Municipalities has a model ordinance that would cover some of these utility issues. We are planning to reject the applications and list the reasons. We can then update our right-of-way policy and review a re-submitted permit under the new ordinance.
- Following up on sewer back-ups. The typical sewer back-up claim results in a recommendation to disallow the claim. This then requires any claimant who wants to pursue this further to do so in circuit court. We received a quote from our insurance provider

(Spectrum Insurance) for no fault sewer back-up insurance at \$26,733 annually. Donner thought we might want to consider this at budget time. The rates are based on population and if there are other issues in the system.

- Staff has been working with JSD Professional Services on reviewing reports on the master plan study "Camp Phillips at 29." DNR had some feedback on more wetland delineation required. The Camp Phillips corridor open house is scheduled for May 9th.
- A letter went out Friday regarding our effort to control access on Weston Avenue going forward. We are declaring Weston Avenue to be an arterial street. We are also working on a connection between Transport Way and Weston Avenue. The property owners on the south side of Weston Avenue between Von Kanel Street and Camp Phillips Road and also off Transport Way were notified of our desire to create a right-of-way plat and a preliminary design of a street so we can work toward a rear access eliminating direct access to Weston Avenue.
- Updating personnel issues with wage and comp plans. We are planning to do reviews in May.
- Excavation competent person training with Fehr Graham took place April 22. The second phase of required safety training is scheduled for May 11 and May 12.
- We are short on utility staff with a member being out on medical leave.
- The water utility started its spring system wide flushing.
- We also have had a surge of second meter installations for irrigation.

16. Report from Administrator. None.

G. Communications and Recommendations from Committee Members. None.

H. Set next meeting date and discuss items for next agenda - Monday, June 6, 2016 @ 4:30 p.m.

I. Adjourn.

Ziegler adjourned the meeting at 5:18 p.m.

Donna Van Swol, Utility Clerk